August 15, 2006

MEMORANDUM FOR State Directors
         State Metrologists (including GIPSA/USDA)

From: Georgia L. Harris
     Weights & Measures Division
     Laboratory Metrology Group Leader

Subject: **Annual Submission for 2007 and 2007-2008 NIST Laboratory Recognition**

The following information is provided to assist you in preparing for the 2007 and 2007-2008 review cycles. It is preferred that all items be submitted electronically in any format except e-mail: CD, DVD, floppy disk, Zip disk, or even USB sticks are all acceptable formats. As a reminder: we do *not* track items submitted by e-mail.

Review Cycle and Deadlines
In order to maintain or obtain NIST/OWM Recognition for your laboratory, you must submit materials each year between October 1 and November 15. The due date is November 15 each year. Please do not send items by Federal Express or UPS hoping to speed up delivery as these methods actually delay delivery due to the shipping, handling, and delivery methods in place for security reasons. Mailed submissions often arrive at our desks more quickly than those intended for overnight delivery.

Materials that are not submitted on time may not be reviewed prior to the expiration of your current Recognition certificate. We will make no commitments of timely reviews for late submissions. We will consider items post-marked by the deadline to be compliant.

2007-Year Deadline Extension: For this year only, we have extended the deadline to November 30, 2006 to allow for proficiency test reviews that are completed at the Combined Regional Measurement Assurance Program (C-RMAP) scheduled for October 29 to November 3, 2006. However, we do review first-come, first-served, so if your certificate expires this year, please be sure to submit as soon as possible after the C-RMAP meeting.

Two-Year Certificates
If a number of conditions are met during this review cycle, WMD will issue a 2-year certificate again this year. The benefit of this certificate is that only "special request" items and updates will be required during the next submission cycle in 2006 for the 2007 cycle. To be eligible for a 2-year certificate, the following conditions must be met:
- Must submit a COMPLETE package on time.
- Must have a certificate from the latest cycle (no lapses).
- Must have a record of submitting on time (3 of last 5 years, latest 2) or be NVLAP accredited.
- Current certificate must not be "conditional."
- Must not have any unresolved deficiencies; deficiencies identified in previous reviews may be resolved with this submission.
- Must be up to date with LAP problems, Quality Manual, Administrative Procedures, and PT participation, reporting, and corrective action.

Laboratories with current 2-year certificates must still submit Appendix B, Updated Uncertainty tables, and Proficiency Testing Follow-up Forms.

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Table 1 – Items to Submit
Review the following Table 1 for a checklist of what is to be submitted this year. Modifications have been made to identify specific requests for this review cycle. WMD has requested the same core information each year since NIST Handbook 143 was updated in 1996. You will note that there are a number of items we are NOT requesting for this review cycle (unless your previous Recognition was lapsed or deficiencies were noted in that area). Keep in mind that, even though some items are not requested in the submission this year, internal assessments, technical audits, and management reviews are REQUIRED annually. These items may be requested to verify conditions as needed. Detailed descriptions of the information on Table 1 can be found in NIST Handbook 143, Program Handbook, 2003 edition, (available on line: http://www.nist.gov/labmetrology, State Laboratory Program.)   Blank forms can be downloaded in Word format from the site listed above.

Modified Table 1.   Submission requirements for 2007 and 2007-2008 recognition

Reference	Item Description	Submit for 2006	Notes
Appendix B*	Request for Recognition, Parameters and Scope, Approved Signatories, Authorized Representative	YES	FOR ALL LABS
Appendix C	Internal Assessment Checklist NOTE: MUST INCLUDE TECHNICAL ASSESSMENT!	NO	Send if Recognition lapsed.
	Management Review & Internal Audit	NO	Send if Recognition lapsed.
Appendix D	Summary of Services	NO	Send if Recognition lapsed.
Uncertainty Charts*	For every measurement parameter and nominal value (generic ranges unacceptable)	YES	FOR ALL LABS Acceptable to submit in Excel format.
Traceability Verification Letter	Submit only if you want a "to whom it may concern memo" regarding your laboratory traceability	NO	Labs with "conditional" status are not eligible. Draft copy must be submitted if you want a customer memo.
QM	Laboratory Quality Manual (if updated)	NO	Send updates and deficiency corrections.
CC	Measurement control - control charts, surveillance tests for every measurement area - if requested	NO	Send if Recognition lapsed.
Standards	Calibration reports for standards	NO	Send updates only.
LAPs	Laboratory Auditing Program (LAP) problems assigned in Training Program	NO	Send if complete and required for level requested.
PT Form*	Proficiency Test Follow Up Form – complete analysis for ALL round robins even if "passed".	YES	FOR ALL LABS Obtain from website. Lab-based incorporation into quality system acceptable.

* Required. ** One checklist required.

Appendix C: ISO/IEC 17025 Update Process and Checklist
DO NOT send an ISO/IEC 17025 checklist (or Appendix C) this year unless your recognition lapsed and you did not have a certificate in 2006.

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If you do submit the 17025 checklist, please note progress made on the deficiencies and action items from the previous management review. Be sure to treat the checklist as a form to describe how your laboratory complies versus simply entering yes/no answers regarding compliance. Forms are available electronically from the website.

Appendix C: Management Reviews & Internal Audits
DO NOT send copies of your management review reports or internal audits this year unless your recognition lapsed and you did not have a certificate in 2006 or unless it was specifically requested in previous reviews. Appendix C is available electronically on the website, but does not constitute a full management review. See Handbook 143, section 4.14 for a complete list of items to be included in a management review.

Quality Manuals
Do not send quality manuals or administrative procedures unless there are updates. The quality manuals must comply with the CURRENT version of NIST Handbook 143 (2003)! Only submit quality manuals at this time if they have been updated.   In some cases, you have been notified that you will not obtain recognition unless updates are completed. If updates/corrections were requested, please submit an updated quality manual.

Proficiency Tests
To evaluate measurement assurance and compliance to the published WMD policy, please submit copies of "Laboratory Follow Up and Corrective Action Checklist" forms for all round robins you participated in during 2005 and 2006 (that have not already been identified in a previous submission). Forms are available on the NIST website: http://ts.nist.gov/ts/htdocs/230/235/roundrobin/roundrobins.htm. We expect that if corrective action was appropriate that it has been completed or is in progress with a planned completion date by the time your submission is sent in.

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